Modifying or Reclassifying AND Requesting to POST an existing position description (Classified/Non-Classified Staff Workflow)

July 11, 2014

Supervisor/Hiring Manager modifies position description, workflow starts here

Optional: Sr Level Supervisor *Approval*

(*submitted here ONLY if Supervisor/HM does NOT report directly to Cabinet/Provost or President)

Cabinet/Provost Review

President Review

(initial review)

Human Resources

(classification)

Budget

(enters/reviews budget information)

President

(reviews budget information)

HR

(for final review, approval, and posting)